



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO ADMINISTRATIVE PROCUREMENT ANALYST Exam No. 3572

**WHEN TO APPLY:** From: May 3, 2023

**APPLICATION FEE: \$68.00**

To: May 23, 2023

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.**

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE  
BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Administrative Procurement Analysts, under direction, with wide latitude for independent action and decision making, perform one or more of the following or similar assignments: supervise a procurement unit or program of some size or complexity within an agency involving the acquisition of goods, services, and construction; prepare overall work schedules and coordinate workflow. Administrative Procurement Analysts oversee and manage presolicitation review activities; evaluate solicitation documents and work with program/user personnel to ensure that user needs are satisfied in a timely, cost effective manner, and that technical specifications are in compliance with applicable regulations and are clearly understood by vendors and contractors; review and approve contract specifications before advertising to ensure conformity to the agency's requirements and federal/state/city mandates; review submissions and/or draft recommendations for contract awards, modifications, various procurement documents, and extensions of time on contracts; supervise the review of specifications by users in order to determine the most cost effective way of obtaining the required items; review work of subordinates for effectiveness, efficiency and compliance with established rules and guidelines; consult with and advise the Agency Chief Contracting Officer (ACCO) and other superiors on contracting and procurement policies; confer with, consult and advise department heads on problems relating to the procurement of goods, services, and construction; make recommendations pertaining to vendor responsibility decisions, vendor performance, product performance, and vendor integrity. Under direction of the ACCO, with considerable latitude for independent action and decision making, Administrative Procurement Analysts serve in the capacity of Deputy ACCO in agencies requiring large scale procurement involving the acquisition of goods, services, and construction; enforce and monitor agency compliance with Chapter 13 of the City Charter and with the Rules of the Procurement Policy Board, Mayoral policies and procedures and procurement-related laws, rules, and regulations; direct and supervise a procurement program of significant size or complexity within the agency involving the acquisition of goods, services, and construction; develop procedures for administration of contract and procurement activities; coordinate training activities for agency and procurement staff; manage the procurement staff in daily activities involving major procurement and contracting functions and in specifications for services, and negotiations of prices and terms with vendors, contractors, and suppliers; may direct, coordinate, and control the planning, implementation, and supervision of the central purchase of goods, services, and construction used by one or more City agencies. Administrative Procurement Analysts, in the temporary absence of the ACCO, may perform the duties of that position. All Administrative Procurement Analysts perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

#### THE SALARY:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for promotions to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for promotions to nonmanagerial assignments will be made in accordance with the collective bargaining pay plan.

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Procurement Analyst ; **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with your **agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

#### ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

#### HOW TO APPLY:

If you believe you are eligible to take this examination, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

#### Manhattan

2 Lafayette Street  
17th Floor  
New York, NY 10007

#### Brooklyn

210 Joralemon Street  
4th Floor  
Brooklyn, NY 11201

#### Queens

118-35 Queens Boulevard  
5th Floor  
Forest Hills, NY 11375

#### Staten Island

135 Canal Street  
3rd Floor  
Staten Island, NY 10304

#### Bronx

1932 Arthur Avenue  
2nd Floor  
Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

#### REQUIRED INFORMATION:

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (May 23, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 23, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

**THE TEST:**

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience with a City of New York agency as a permanent (not provisional) employee performing duties in procurement, contract administration or a related field at the administrative, managerial, executive, or supervisory level for:** **You will receive up to:**

At least 6 months but less than 12 months	3 points
At least 12 months but less than 18 months	6 points
At least 18 months but less than 24 months	9 points
At least 24 months but less than 30 months	12 points
At least 30 months but less than 36 months	15 points
At least 36 months but less than 42 months	18 points
At least 42 months but less than 48 months	21 points
At least 48 months but less than 54 months	24 points
At least 54 months but less than 60 months	27 points
60 months or more	30 points

**If you have satisfactory full-time experience in government service (City, State, Federal) with an employer other than the City of New York performing duties in procurement, contract administration or a related field at the administrative, managerial, executive, or supervisory level for:** **You will receive up to:**

At least 6 months but less than 12 months	3 points
At least 12 months but less than 18 months	6 points
At least 18 months but less than 24 months	9 points
At least 24 months but less than 30 months	12 points
At least 30 months but less than 36 months	15 points
At least 36 months but less than 42 months	18 points
At least 42 months but less than 48 months	21 points

At least 48 months but less than 54 months	24 points
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At least 54 months but less than 60 months	27 points
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60 months or more	30 points
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<b>If you have satisfactory full-time experience working for a non-governmental employer performing duties in procurement, contract administration or a related field at the administrative, managerial, executive, or supervisory level for:</b>	<b>You will receive up to:</b>
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At least 6 months but less than 12 months	2.5 points
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At least 12 months but less than 18 months	5 points
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At least 18 months but less than 24 months	7.5 points
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At least 24 months but less than 30 months	10 points
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At least 30 months but less than 36 months	12.5 points
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At least 36 months but less than 42 months	15 points
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At least 42 months but less than 48 months	17.5 points
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At least 48 months but less than 54 months	20 points
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At least 54 months but less than 60 months	22.5 points
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60 months or more	25 points
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<b>For possession of the following currently maintained professional procurement certifications:</b>	<b>You will receive:</b>
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Certified Purchasing Manager (CPM)	1 point
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Certified Purchasing Professional (CPP)	1 point
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Certified Purchasing Professional Manager (CPPM)	3 points
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Certified Green Purchasing Professional (CGPP)	3 points
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Certified Professional Public Buyer (CPPB)	3 points
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Certified Public Procurement Officer (CPPO)	3 points
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Procurement involves the purchasing of goods, construction or construction-related services, human services, professional services, and standardized services. "Procurement experience" includes preparing documentation for solicitations; checking specifications for adequacy; analyzing bids and proposals for fair and reasonable pricing and/or responsiveness; and assessing whether bidders are responsible.

"Standardized services" includes services that do not typically require a provider to have experience in a specialized field or hold an advanced degree. A standardized service is highly commoditized and procurements for such services are generally awarded based on the lowest price. Examples of Standardized Services include: security, janitorial, secretarial, transportation, office machine repair, collection, and food related services. Contracts for services such as plumbing, electrical, and HVAC for maintenance and repair not related to new construction also fall into this category.

"Contract administration experience" includes management of a procurement unit or program through the planning and evaluation of procurement documents and activities; reviewing and drafting recommendations

for solicitation, contract awards, and modifications; and ensuring contract compliance with an understanding of all the major components of the contract.

"Professional experience" in the procurement of goods and services or contract administration does not include experience which consists primarily of basic clerical duties or tasks such as filing, typing and data entry, answering the telephone, sorting, and copying materials.

"Administrative, managerial or executive work experience" must include the authority to make critical decisions about matters of significance.

In order for experience in a job to be accepted, you must have dedicated at least 60% of your time performing duties which involved the procurement of goods or services or the administration of contracts.

**You will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category.**

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

**You have until midnight Eastern time on the last day of the Application Period (May 23, 2023) to clearly specify in detail all of your relevant experience and professional procurement certifications and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (May 23, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**Experience and professional procurement certifications must be obtained by the last day of the Application Period (May 23, 2023).**

#### **CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:**

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for promotion and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess)
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

#### **CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:**

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you pass the Education and Experience Exam and are marked eligible, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

**ADDITIONAL INFORMATION:**

**Selective Certification for Professional Procurement Certification(s) (PPC):** If you have a valid and current certification as a Certified Purchasing Manager (CPM), Certified Purchasing Professional (CPP), Certified Purchasing Professional Manager (CPPM), Certified Green Purchasing Professional (CGPP), Certified Professional Public Buyer (CPPB), and/or Certified Public Procurement Officer (CPPO), you may be considered for promotion to positions requiring these certificates through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certificates. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your certificate will be checked by the promoting agency at the time of promotion.

**Selective Certification for Special Experience:**

If you have any of the special experience listed below, you may be considered for promotion to positions requiring this special experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this special experience. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Your experience will be checked by the promoting agency at the time of promotion. **Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for Selective Certification.**

1. **Selective Certification for Specialized Procurement Analyst Experience (SAP):** At least one (1) year of full-time satisfactory experience in the procurement of transportation specific commodity groups, such as construction materials for roads, buildings, signs and markings materials, safety specific materials and equipment relating to workzone safety in the transportation industry, and familiarity with PESH, COSH, and OSHA Regulations concerning safety standards.
2. **Selective Certification for Information Technology Applications Experience (ITE):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Accounting Management Information System (FAMIS), Contract Tracking Systems (CTS), Contract Processing System (CPS), and/or Galaxy to process procurement documents and contracts.
3. **Selective Certification for Educational Environment Experience (EDE):** At least one (1) year of full-time satisfactory experience working in an educational environment to process procurement documents and contracts.
4. **Selective Certification for Information Technology Procurement Experience (TPE):** At least one (1) year of full-time satisfactory experience processing Information Technology Procurement documents and contracts including but not limited to hardware, software, and IT services.
5. **Selective Certification for Information Technology Applications Experience (Citywide Systems) (TEC):** At least six (6) months of full-time satisfactory experience utilizing one or more of the following information technology applications: Financial Management System (FMS), Vendor Information Exchange System (VENDEX), and/or NYC Comptroller's Omnibus Automated Image Storage and Information System (OASIS), to process procurement documents and contracts.
6. **Selective Certification for Specialized Management Procurement Analyst Experience (MPE):** At least two (2) years of full-time satisfactory experience in supervision or management of procurement related to engineering, capital construction, construction of bridges, traffic-related operations, transportation and urban-related planning and management. Eighteen months of this experience must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional procurement work in the areas described above.
7. **Selective Certification for Cost Price Analysis and Negotiation Experience (ANE):** At least six (6) months of full-time satisfactory experience with negotiating prices by analyzing proposers' costs including labor, material, and general & administrative expenses to achieve best in class pricing utilizing one or more of the following techniques: comparing prices to other proposers within a competitive procurement; comparing prices to existing contracts including citywide agreements for the same or similar services; reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.
8. **Selective Certification for Background Check and Compliance Experience (BCC):** At least six (6) months of full-time satisfactory experience conducting background investigations and/or fact gathering regarding vendors and/or principal owners/officers of those entities utilizing one or more of the following information technology applications: Vendor Information Exchange System (VENDEX) and/or Lexis Nexis; and drafting summaries of findings.
9. **Selective Certification for Child Care Contract Experience (CCC):** At least six (6) months of full-time satisfactory experience managing contracts for child care services, including obtaining permits and establishing site control.
10. **Selective Certification for Positions Requiring Minority/Women Owned Business Enterprises (M/WBE) Procurement, Vendor, Supplier or Supplier Assistance Experience (MWB):** At least six (6) months of full-time satisfactory experience working on contracts or related to efforts to increase contracting opportunities for Minority/Women Owned Business Enterprises ("M/WBEs").
11. **Selective Certification for Emergency Preparedness and Response Experience (EMR):** At least six (6) months of full-time satisfactory experience in any or all of the following emergency preparedness areas: Agency Preparedness & Response to Public Health Hazards and Natural Disasters and/or Emergency Field Operations and/or Emergency Preparedness Grants Management & Administration, and/or Healthcare and Community Readiness.
12. **Selective Certification for FEMA Training (FMA):** Completion of any of the following FEMA courses such as **FEMA-IS-100.c:** An Introduction to the Incident Command System; **FEMA-IS-200.c:** Basic Incident Command System for Initial Response Single Resource and Initial Action Incident; **FEMA-IS-700.b:** An Introduction to the National Incident Management System (NIMS); **FEMA-IS-800.d:** An Introduction to the National Response Framework.
13. **Selective Certification for Professional Experience Utilizing Procurement Templates (PUT):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions that include but are not limited to Small Purchase Request Template for Competitive and MWBE Purchases; Request for Proposal (RFP) Model for Other Than Human Services; Model RFP for Human Services.
14. **Selective Certification for Performance Based/Outcomes-Driven Contracting (ECA):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration

- function that include any or all of the following: ConTrak and ConTrak-Purchasing; active contract management; results-driven contracting; finance and budget applications; furniture requisition.
15. **Selective Certification for Maternal and Infant Reproductive Health Contracts and Procurement Administration Services (MIR):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions with or on behalf of a Maternal and Infant Reproductive Health program.
  16. **Selective Certification for Mental Health, Substance Use Disorder, and/or both (Behavioral Health) Contracts and Procurement Administration Services (MHD):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions with or on behalf of a program that incorporates Mental Health, Substance Use Disorder, and/or both (Behavioral Health).
  17. **Selective Certification for Early Intervention Contracts and Procurement Administration Services (EIC):** At least six (6) months of full-time satisfactory experience performing contracts and procurement administration functions with or on behalf of an Early Intervention program.
  18. **Selective Certification for Professional Experience Performing Contract Management (PMA):** At least six (6) months of full-time satisfactory experience performing contract management functions that include any or all the following: Developing Local Law 63 Postings; developing contract scopes and budgets; subcontractor review and approval; managing contracts, including results-driven contracts; managing contract budgets; managing M/WBE Subcontracting Goals; managing project labor agreements; ensuring that vendors meet the terms of their contracts, including developing corrective action plans.
  19. **Selective Certification for Professional Experience Supervising Contract Management Staff (CDM):** At least six (6) months of full-time satisfactory experience supervising contract management functions that include any or all the following: Developing Local Law 63 Postings; developing contract scopes and budgets; subcontractor review and approval; managing contracts, including results-driven contracts; managing contract budgets; managing M/WBE subcontracting goals; managing project labor agreements; ensuring that vendors meet the terms of their contracts, including developing corrective action plans.
  20. **Selective Certification for Positions Requiring New York City Financial Management System (FMG), PASSPort and/or Automated Procurement Tracking (APT) Experience (FME):** At least one (1) year of full-time satisfactory experience utilizing the New York City Financial Management System ("FMS"), PASSPORT and/or Automated Procurement Tracking ("APT") for tasks including but not limited to the accounting of City funds; administering budgets and revenues; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by email to: [LMACustomerService@dcas.nyc.gov](mailto:LMACustomerService@dcas.nyc.gov), or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

**PENALTY FOR MISREPRESENTATION:**

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 82976; The Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)